

M e m o r a n d u m

Date: October 26, 2009

To: Support Services Section

Attention: A. W. Pierce

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.A07146.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles, was completed by the Property Inspector (PI) on September 11, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across three property areas since this command has not been issued weapons: general inventory control, telecommunications, and fleet, (see Attachments B, C, and D). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 256 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total sample size of 52 items. Each OPI inventory list was stratified (c) and the results rounded up to the next whole number (d) to ensure all inventory lists were proportionally represented in the statistically-valid sample.

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	246	96.09%	48.05	49
Telecommunications	9	3.52%	1.76	2
Fleet	1	0.39%	0.20	1
Total	256			52

Safety, Service, and Security

Support Services Section

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When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 51 of the 52 items were located. One item was transferred to another command. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 29 of the 30 items reconciled. One item was not listed on the appropriate OPI inventory list. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by January 26, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



M. C. A. SANTIAGO
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Staff
Information Management Division
Fleet Operations Section
Office of Inspections, Audits Unit

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Support Services Section
September 11, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Vehicle	DI339				X		Vehicle tranferred, CHP 57 attached.
Vehicle	DI487		X				Vehicle located on-site, CHP 57 attached.

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Support Services Section**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	120947	PRINTER	USGNK04566	X				
2	120948	PRINTER	USGNK04573	X				
3	124319	SCANNER	Z519655	X				
4	124330	SCANNER	Z520040	X				
5	124347	SCANNER	Z517319	X				
6	124349	SCANNER	Z518755	X				
7	124355	SCANNER	Z519191	X				
8	124364	SCANNER	Z519214	X				
9	124366	SCANNER	Z520348	X				
10	124367	SCANNER	Z520365	X				
11	124374	SCANNER	Z518779	X				
12	124379	SCANNER	Z520352	X				
13	124392	SCANNER	Z518754	X				
14	124393	SCANNER	Z519263	X				
15	128150	PRINTER	USJNK19668	X				
16	133076	FAX MACHINE	U60283H3J607964	X				
17	133550	RECORDER STEREO STD CASS	P3X01932	X				
18	140688	COMPUTER	2UA6241M01	X				
19	149017	PRINTER	CNYBB10975	X				
20	154108	COMPUTER	MXL7330FFB	X				
21	154112	COMPUTER	MXL7330FJG	X				
22	157652	COMPUTER	2UA8060CS7	X				
23	157653	COMPUTER	2UA8060CQW	X				
24	157655	COMPUTER	2UA8060CRT	X				

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Support Services Section**

ATTACHMENT B

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
25	157670	COMPUTER	2UA8060CRN	X					
26	157683	COMPUTER	2UA8060CSN	X					
27	157740	COMPUTER	2UA8060CQT	X					
28	157741	COMPUTER	2UA8060CQ8	X					
29	157768	COMPUTER	2UA8060CP8	X					
30	157774	COMPUTER	2UA8060CP1	X					
31	157775	COMPUTER	2UA8060CP2	X					
32	157776	COMPUTER	2UA8060CNW	X					
33	157781	COMPUTER	2UA8060CSG	X					
34	157783	COMPUTER	2UA8060CP5	X					
35	157784	COMPUTER	2UA8060CQS	X					
36	160430	SCANNER	806499	X					
37	160514	COMPUTER	MXL82319YT	X					
38	160515	COMPUTER	MXL8231B46	X					
39	160516	COMPUTER	MXL8231BB3	X					
40	160521	COMPUTER	MXL8231BB9	X					
41	160536	COMPUTER	MXL8231BBG	X					
42	160540	COMPUTER	MXL8231B81	X					
43	160552	COMPUTER	MXL8231B9R	X					
44	76163	CALCULATOR ELEC 12PRINTCS-1264D	51010064	X					
45	91389	CALCULATOR QS-2760 P0062H0022	3D02086X	X					
46	93644	CALCULATOR QS-2760A P0044H4054	4D011224	X					
47	97744	CAMERA 35MM P0076D5225	5943779	X					
48	XBG002	PRINTER	JPBDP09014	X					
49	XCN002FX	FILE SERVER	3J9RPB1	X					

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Support Services Section

ATTACHMENT B

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST									
1	100416	PRINTER LASERJET 4 PLUS P030979	USFC321103	X					
2	124316	SCANNER	Z518781	X					
3	124320	SCANNER	Z520028	X					
4	124362	SCANNER	Z519772	X					
5	124381	SCANNER	Z520031	X					
6	124386	SCANNER	Z519653	X					
7	124387	SCANNER	Z520045	X					
8	125644	PRINTER LASERJET 4550N	JPPCH36430	X					
9	125945	LAPTOP	0028606524	X					
10	125946	LAPTOP	0028606523	X					
11	125948	PROJECTOR	7KN23690713	X					
12	125949	PROJECTOR	7KN23690112	X					
13	133077	FAX MACHINE	U60283G3J572745	X					
14	141267	PRINTER	JPGGL03102	X					
15	148879	PRINTER	CNRXL48752	X					
16	148885	PRINTER	CNRXL48750	X					
17	149063	PRINTER	CNRXK50967	X					
18	150475	COPIER BLACK & WHITE / COLOR	MMQ00091	X					
19	151671	PRINTER	CNRXJ90350	X					
20	157767	COMPUTER	2UA8060CP7	X					
21	157771	COMPUTER	2UA8060CR5	X					
22	157780	COMPUTER	2UA8060CQX	X					
23	XBG003	PRINTER	JPBDP09405	X					
24	XBS002FX	SWITCH	7MAV1E774A1B8	X					

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	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
25	XCN001FX	FILE SERVER	7J9RPB1	X					
26	XD0355FX	CALCULATOR P0044D4067	4D016206	X					
27	XF0058FX	TYPEWRITER	AG2053017	X					

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ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Support Services Section**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	R72866	TDD		7081098	X					
2	R82092	TDD		39653	X					
EQUIPMENT TO INVENTORY LIST										
1	R72863	TDD		7081130	X					
2	R79191	TDD		35061	X					

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ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
042 T	D1339	E902526	POOL	1998	DOD	STRATUS	001

Page Number: 1

A * D1487

TRANSFERRED, CHP 57
ATTACHED.
ADDITION, CHP 57
ATTACHED; LOCATED
ON SITE

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: _____ DATE: _____

COMMANDERS SIGNATURE : _____

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CHP 57 - MOTOR VEHICLE ASSIGNMENT AND TRANSFER
(PAR:CHP 57)

04a-01

VEHICLE NR: D1339	
YEAR: 1998	LICENSE NR: E902526
MAKE: DOD	REPLACES VEHICLE:
MODEL: STRATUS	VIN: 1B3EJ56H6WN280128
CLASS CODE: PL	DATE PLACED IN SERVICE: 09/15/1998
DEALER STOCK NR:	FUEL CARD #: 30193

EQUIPMENT

ITEM:	DESCRIPTION:
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COMMENTS:

3-21-06 STATION LOCATION CHANGE FROM 037 TO 038 @ 110263 MILES.
9-25-07 FROM 038 TO 074 PENDING POSSIBLE REASSIGNMENT.
4-1-08 REASSIGNED TO 074 POOL.

ASSIGNED TO LOCATION: 001074
RECEIVED BY: [Signature]
(Signature)

PRINT NAME: JAMES SHILKIN

ID NUMBER: A18964

DATE: 9/3/09

ODOMETER: 145540
TRANSFERRED FROM LOCATION: 001074
DELIVERED BY: [Signature]
(Signature)

PRINT NAME: JAMES SHILKIN

ID NUMBER: A18964

DATE: 9/3/09

----- End of Report -----

VEHICLE NR: D1487	
YEAR: 2001	LICENSE NR: 1104014
MAKE: FOR	REPLACES VEHICLE: D0876
MODEL: TAURUS	VIN: 1FAPP52241G222623
CLASS CODE: PL	DATE PLACED IN SERVICE: 03/05/2002
DEALER STOCK NR: 13339	FUEL CARD #: 75843

EQUIPMENT

ITEM:	DESCRIPTION:
FIRE EXTINGUISHER	
FIRST AID KIT	

COMMENTS:
REPLACES EARLY SURVEY
7-11-03 STATION LOCATION XFER 040 TO 044.
5-13-05 STATION LOCATION CHANGE ONLY PER RE-ORG. 044 TO 041.

ASSIGNED TO LOCATION: 001/043
RECEIVED BY: [Signature]
(Signature)

PRINT NAME: JAMES SHILUM
ID NUMBER: A13964
DATE: 9/29/09

ODOMETER: 67323
TRANSFERRED FROM LOCATION: 001/041
DELIVERED BY: [Signature]
(Signature)

PRINT NAME: JAMES SHILUM
ID NUMBER: A13964
DATE: 9/28/09

----- End of Report -----